

COMMUNICATE

Committed Communicators Toastmasters Newsletter
District 63, Division E, Area 50, Club #2871

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In This Issue:

Understanding How Adults Learn	1
The Needs of Adults and the Learning Process	1
Notable Quotable	2
Congratulations	2
Happy Birthday	2
Club Officers	2
Did You Know?	2
Meeting Our Club Goals	2
Mark Your Calendar	2

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Understanding How Adults Learn

When preparing a speech, whether for Toastmasters, work or another organization, it is important to have a basic understanding of adult learning. Adults learn when the information provided:

- **Is relevant to them.** People learn only when they see a practical benefit to doing so. You must discover your listeners' needs and problems they want to solve, then provide information that meets these needs and solves those problems.
- **Relates to what they already know.** Adults match new information

with what they already know.

- **Involves them.** Active participation increases learning. Involve listeners through group discussion or by asking questions.
- **Is clearly organized.** When listeners are confused, learning is impeded. Limit the scope of your topic and break the material into separate segments, presenting them in logical sequence. Let the audience know how you've organized the material, too (e.g., "There are three parts to this process...").

- **Is presented in an interesting manner.** Keep listeners' attention by breaking up your talk with humor, drama or startling facts. Eye contact, vocal variety and body language also help maintain the audience's interest.
- **Is repeated.** Repetition of important points aids listeners' retention of material.
- **Involves visual aids.** Listeners remember more information when it is presented visually as well as orally.

~Adapted from the Toastmasters International "Speaking to Inform" Advanced Manual

The Needs of Adults and the Learning Process

In addition to understanding how adults learn, it is also useful to understand the specific needs of adults and how they impact learning. To address specific adult needs, keep in mind the following points:

- Adults have less time for learning
- Pressures of day-to-day tasks limit the attention span of adults

- Adults see the presenter/trainer as a source of information
- Adults do not see themselves as learners
- An adult's willingness to learn is not related to his or her ability to learn
- Adults often work in repetitive, static situations
- Adults become

motivated to learn when the information they are provided is seen as important

Keeping in mind both the needs and learning styles of adults will help to improve the effectiveness of your presentation and the information retention of your audience.

~Adapted from U.S. Jaycees online training materials





Notable Quotable

“All lies and jest; still, a man hears what he wants to hear and disregards the rest.”

~ Simon and Garfunkel, *The Boxer*



Did You Know?

Toastmasters International provides four general approaches for organizing a speech:

- **Time Sequence** – often used for describing a process by explaining what comes first then what comes next and so on (ex: giving the sequence for mixing the ingredients for a cake).
- **Function** – information on a product or service is often best presented in terms of what each part does (ex: a speech about the cell phones that you sell may include the various plans available and how they would meet a user’s needs).
- **Structure** – an organization would best be explained by how its various parts operate and how they interrelate (ex: an auto manufacturer would describe its international and domestic operations and then explain how they are related).
- **Deduction From Principles** – if you want to explain an idea or concept, you might begin with the general principles and then show how these principles can be applied (ex: begin with the relation between speed and air pressure and then apply this information to an airplane or carburetor).

Meeting Our Club Goals

Congratulations!

Jackie Ahlatsi
New Member



Happy Birthday. . .

Sharon Tate – Jan 1
Dell Ligon – Jan 4

	Goal	Status
1	Two CTMs	Almost ½ Way There!
2	Two more CTMs	
3	One ATM (B, S or G)	Almost There!
4	One more ATM (B, S or G)	Almost There!
5	One CL, AL or DTM	GOAL MET!
6	One more CL, AL or DTM	GOAL MET!
7	Four new members	GOAL MET!
8	Four more new members	
9	Min. four officers trained each of the 2 training periods	½ Way to Goal!
10	Membership report and officer list submitted on time	GOAL MET!

Recognition

- Achieve 5 of 10 goals = Distinguished Club
- Achieve 7 of 10 goals = Select Distinguished Club
- Achieve 9 of 10 goals = President’s Distinguished Club

Mark Your Calendar

Upcoming Events

- February 8 – Winter Toastmasters Leadership Institute in Nashville, TN
- February 18 – Area 50 International Speech and Table Topics Contests
- March 18 – Division E International Speech & Table Topics Contests

Upcoming Meeting Themes

- January 9 – Favorite Season
- January 23 – Best Sledding Event
- February 13 – Your First Love
- February 27 – Worst Snow Driving
- Meetings are held on the 2nd & 4th Thursday at 7:00 a.m. at the Freedom Center 4th Floor Training Room (located at 8th & Union, downtown Nashville)

Club Officers

- President – Daniel Green
- VP Education – Sharon Tate
- VP Membership – James Wynn
- VP Public Relations – Jackie Schell
- Secretary – Rhonda Harris
- Treasurer – Gary Stewart
- Sgt at Arms – Daniel Green

